

**TOWN OF ARLINGTON
MASSACHUSETTS**

BID #13-31

INVITATION FOR BID

Sealed bids pursuant to the Uniform Procurement Act, Chapter 30B are invited and will be received by the Town Manager, Arlington, Massachusetts, until **10:00 A.M., THURSDAY, SEPTEMBER 19, 2013** at the Town Managers Office/Purchasing Department, 730 Massachusetts Avenue, Arlington, Massachusetts, at which time and place they will be publicly opened and read for furnishing:

PERIODICALS SUBSCRIPTION

Bids received after this time will not be accepted. Specifications and Proposal Forms may be obtained at the Town Manager's Office/Purchasing Department at the above address.

Proposal must be submitted on form provided and in sealed envelope plainly marked:

BID ON PERIODICALS SUBSCRIPTION, BID #13-31.

Pursuant to MGL Chapter 30B, §10, a Certificate of Non-Collusion must be submitted with all bids. In addition, bidders must certify compliance with MGL Chapter 62C, §49A.

Bid will be awarded within thirty (30) days of bid opening.

For further information please contact Domenic R. Lanzillotti, Purchasing Officer at 781-316-3003.

The Town Manager reserves the right to cancel any Invitation for Bid, to reject in whole or in part any and all bids, when it is deemed in the best interest of the Town to do so.

TOWN OF ARLINGTON

Adam W. Chapdelaine
Town Manager

September 5, 2013

TOWN OF ARLINGTON
ROBBINS LIBRARY PERIODICALS SUBSCRIPTION
INSTRUCTION TO BIDDERS

1. SUBMISSION OF BIDS

A. Original Bid

The original bid shall be signed, enclosed in an envelope and plainly marked with a description of the goods and services to be provided.

B. Filing of Bid

The original bid shall be filed at the place designated in the invitation.

C. Time for Filing Bid

The original bid shall be filed before the time and date designated in the invitation for the opening of the bids.

2. SPECIFICATIONS

By filing a bid the bidders do thereby represent, under the pains and penalties of perjury, that they have informed themselves about all conditions pertaining to the contract.

3. QUESTIONS

All questions as to the interpretation of the bid specifications shall be submitted in writing to the Robbins Library Director. Written answers to such questions will be sent by the Librarian to everyone on record as having taken a set of bid specifications. No questions will be answered unless received by the Robbins Library Director at least five (5) days prior to the expiration of the time set for filing bids.

4. CONTRACT AWARD

The Town Manager reserves the right to waive any informalities and to accept or reject any or all bids and to award the contract for the best interests of the town.

5. AGREEMENT BY BIDDER

The submission of a bid shall constitute agreement on the part of the bidder that its bid shall remain binding for 90 calendar days and that, if the bidder is given or mailed a notice of acceptance, the bidder will within ten (10) calendar days (Saturdays, Sundays and legal holidays excluded) or receipt of such notice, deliver to the Robbins Library Director any contracts properly executed.

6. BID AWARD

Award shall be made to the lowest responsible and responsive bidder offering the needed quality of supply or service.

7. MULTI-YEAR CONTRACT

Any payment or performance obligation in multi-year contract for succeeding fiscal year shall depend on the availability and appropriation of funds. If no funds are appropriated or otherwise made available to support continuation of the performance of the contract in a subsequent fiscal year, the procurement officer is authorized to cancel the contract.

8. PROCUREMENTS

Procurements covered by this Invitation for Bid shall be governed by the Uniform Procurement Act of M.G.L. Chapter 30B.

9. ATTESTATION FORMS

Pursuant to M.G.L. Ch. 62C, Sec. 49A and M.G. L. Ch. 701 of the Acts of 1983 shall be submitted with bids in order to be considered.

PERIODICAL SUBSCRIPTION SPECIFICATIONS

Overview of the Robbins Library System

The Robbins Library System includes the Main Library and the Fox Branch serving 45,000 citizens of the Town of Arlington. The Robbins Library system currently subscribes to over 250 periodicals, which are shipped to two physical locations.

Purpose

The Purpose and intent of the bid proposal is for the Robbins Library to enter into a general agreement with the successful bidder whereby that bidder will provide for the acquisition of periodical subscriptions and attendant services.

Contract Period

The contract period shall be from January 1, 2014 thru December 31, 2014. The contract may be renewed two consecutive years in one (1) year increments at the same or greater discount rates at the sole option of the Town Manager of Arlington. Vendor must commence delivery of periodicals with the January 2014 issue. The vendor is responsible for placing orders for subscriptions so that January issues are received on time.

General Requirements

1. All bids must show the percentage discount given on the gross amount of an invoice. Gross amount is defined as the sum of the lowest available. Gross amount is defined as the sum of the lowest available publisher's rate for each item.
2. All bids must show the percentage discount, which will be given for payment within a specified time period.
3. The invoice shall be firm when issued. No "charge backs" for publisher price increases will be accepted.
4. All bidders must have been in business for and providing this type of service for at least five years.
5. The successful bidder must:
 - a. List and describe all service charges not included in the above discounted quotes.
 - b. Submit with the bid a listing of at least five libraries, including address, telephone number and the contact person, having over 1,000 subscriptions the bidder has serviced during the past calendar or fiscal year.

5. (Continued)

- c. Submit, with the bid, their own catalog of a minimum of 10,000 titles services including descriptions of periodicals, newspapers, serials, U.S. Government Printing Office publications, microforms, monographs, services, proceedings. Of societies and Congresses, continuations, etc. Updates of the catalogs must be provided as they occur.
- d. Submit with the bid an alphabetical list of periodical titles available with the publisher's lowest price rate for each periodical on the attached list entitled "Robbins Library Proposed periodical List".
- e. Describe customer staffing assignments which will be given to the account. A specific person should be assigned to the account and the library should be notified as to the person's name and that person should be given the authority to deal with the publishers on behalf of the library. A toll-free number or collect call service must be provided.
- f. Describe orientation/training to be given to the library staff member responsible for dealing with the bidder.
- g. Provide the name of a representative who can visit the library as needed/requested.
- h. Availability to interface with the Triple I system is preferred.

Special Requirements

The Successful bidder must:

- a. Place all orders and submit payments DIRECTLY to Publishers – not through agents, middlemen, etc.
- b. Place subscriptions for odd terms and multiple years contingent upon publisher acceptance.
- c. Place subscription renewals with publishers so that no gap occurs in the receipt of issues and also provide to customer a process renewal list six months prior to renewal time. This renewal list should note all titles previously ordered, plus current status, current process and renewal dates. Sample or renewal list must be submitted with bid.

- d. Provide the number of working days required for order entry prior to expiration date of periodicals being ordered
- e. Allow for additional subscriptions to be added or deleted after the initial order. No additional service fee or limit on the number of subscriptions can be instituted.
- f. Provide an extensive missing copy service (submit description of this service, especially with regard to comprehensiveness).
- g. Have available for a small additional charge, spine labels for at least 300 popular titles that can be ordered from the bidder. (Submit sample)
- h. Provide printed management control reports that include: (Submit a sample of each report with bid)
 - (1) Subscription listings by subject area
 - (2) Publication changes related to frequency, titles and mergers.
 - (3) Publications that are behind in schedule and publisher's time limits for acceptance of claim.
 - (4) Price changes over the past three calendar or fiscal years.
 - (5) A multiple year price comparison showing savings for placing multiple year subscriptions.
 - (6) Provide multiple copy invoices broken down by SHIP TO addresses. Invoices will show:
 - (a) Unit price and/or multi-year cost.
 - (b) Titles in alphabetical order.
 - (c) Frequency and month of publications.
 - (d) Length of subscription and start dates.
 - (e) Subscriptions as new or renewal.
 - (f) Provide email address for claiming missing issues on-line.
 - (g) Send subscription titles directly to SHIP-To Library location.

- (h) Provide an annual printout detailing all titles on order regardless of renewal dates. This printout should be in alphabetical order by title and indicate the appropriate subscription address by each title. (This printout can then be used as a current holdings list).
- (i) Provide a listing of subscription label numbers for online access to the magazine's website, where applicable.
- (j) Provide annual online renewal system.

ROBBINS LIBRARY PERIODICALS BID RESPONSE

Office of the Purchasing Agent
700 Massachusetts Avenue
Arlington, MA 02476

1. Gross amount of attached list: _____
2. Percentage discount allowed: _____
3. Subtotal bid with discount: _____
4. Percentage additional discount for payment within a specified time:
Percent _____ days _____
5. Number of years in business: _____ years
6. List of five libraries including address, telephone number and contract persons having over 1,000 subscriptions which the bidder has services in the past year:

I. Name _____
Address _____
Telephone Number _____
Contact Person _____
Number of Titles _____

II. Name _____
Address _____
Telephone Number _____
Contact Person _____
Number of Titles _____

III. Name _____
Address _____
Telephone Number _____

Contact Person _____

Number of Titles _____

IV. Name _____

Address _____

Telephone Number _____

Contact Person _____

Number of Titles _____

IV. Name _____

Address _____

Telephone Number _____

Contact Person _____

Number of Titles _____

7. Catalog of 10,000 titles included. _____yes _____no

8. Name of Account Person to be assigned: _____

9. Toll free service number. _____yes _____no

List number: _____

10. Number of working days required for order entry prior to the expiration date of periodicals being ordered: _____

11. All orders and payments are placed directly to publishers:
_____yes _____no

12. Place subscriptions for odd terms and multiple years contingent upon publisher acceptance:
_____yes _____no

13. Place subscription renewals with publishers so that no gap occurs in receipt of issue:
_____yes _____no

14. Provide to customer a process renewal list six months prior to renewal time _____yes _____no

15. Allow for additional subscriptions to be entered after initial order: _____yes _____no

16. Provide extensive missing copy service: _____yes _____no

List number of titles carried in copy bank: _____

17. Spine Labels. Cost: _____

18. Management control reports included: (please check those reports attached)

_____a) Subscription list by subject.

_____b) Publication changes related to frequency, titles and mergers

_____c) Publications that are behind in schedule and publisher's time limits for acceptance of claims.

_____d) Price changes over the past three calendar or fiscal years

_____e) Multiple year price comparison showing savings for multiple year subscriptions

_____f) Multiple copy Claim and Adjustment form; broken down by SHIP-TO Addresses

Signed _____Date _____

Position _____

Bidder Name _____

Address _____

CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in the certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)

(Name of business)

Pursuant to M.G.L. Ch. 62C, Sec. 49A I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state returns and paid all state taxes required under law.

Social Security Number
Or Federal Identification
Number

Signature of Individual or
Corporate Name

CURE	Print	English			Quarterly	4	1534-7684	OIG Media Group
Dance Magazine	Print	English			Monthly	12	0011-6003	Dance Media, LLC
Discover	Print	English			Irregular	10	0274-7529	Kalmbach Publishing Co
Dog Fancy	Print	English			Monthly	12	0892-8524	LS Publishing
E: The Environmental Magazine	Print + Online	English			Bi-Monthly	6	1048-8021	E: The Environmental Magazine
Economist, The (with The World In)	Print + Online	English			Weekly	51	0013-0513	The Economist
Entertainment Weekly (Public & College Libraries & Others)	Print + Online	English			Weekly	52	1048-0434	Time Inc.
ESPN Magazine	Print	English			Bi-Weekly	26	1097-1988	ESPN Magazine
Esquire	Print	English			Irregular	11	0194-8533	Hearst Magazines Division
Essence Magazine	Print	English			Monthly	12	0014-0683	Essence Communications
Events in Academic	Print	English			Semi-Annually	2	1032-0599	Monthly Corporation for State & Local History
Every Day with Rachael Ray	Print	English			Monthly	11	0014-7231	Hearst Magazines Division
Family Handyman	Print	English			Monthly	10	1059-6333	Hearst Magazines Division
FamilyFun	Print	English			Irregular	10	1083-8241	Maravento Ventures LLC
Fast Company	Print + Online	English			Bi-Monthly	6	1088-6828	Taunton Direct Inc
Fine Gardening	Print	English			Monthly	8	1098-3869	Taunton Direct Inc
Fine Homebuilding	Print	English			Irregular	7	0391-3453	Taunton Direct Inc
Fine Woodworking	Print	English			Monthly	12	0015-4843	Carstens Publications Inc
Flying Models	Print	English			Monthly	10	1844-7733	Hearst Magazines Division
Food Network Magazine	Print + Online	English			Semi-Monthly	24	0015-6914	Forbes
Forbes	Print	English			Annual	1		Forbes
Forbes Annual Directory	Print	English			Annual	5		Forbes
Forbes Life	Print + Online	English			Irregular	8	0015-7123	Council on Foreign Relations
Foreign Affairs	Print + Online	English			Bi-Monthly	20	0015-3253	Time Inc.
Forune 500	Print + Online	English			Irregular	1		Time Inc.
Free Inquiry	Print	English			Annual	16	0272-0704	Council for Secular Humanism
Glamour	Print	English			Bi-Monthly	12	0017-0747	Condé Nast Publications
Good Housekeeping	Print	English			Monthly	12	0017-2009	Hearst Magazines Division
GQ Gentlemen's Quarterly	Print	English			Monthly	12	0015-6878	Condé Nast Publications
Harpers Bazaar	Print	English			Irregular	10	0017-7873	Hearst Magazines Division
Harpers Magazine	Print + Online	English			Monthly	12	0017-7893	Harpers Magazine Foundation
Harpers Magazine Index	Print + Online	English			Monthly	12	0017-8012	Harpers Magazine Foundation
Harvard Business Review	Print + Online	English			Monthly	12	0042-1817	Harvard Business School
Harvard Health Letter	Print + Online	English			Monthly	12	1042-1817	Harvard Health Publications
Harvard Men's Health Watch	Print + Online	English			Monthly	12	1089-1108	Harvard Health Publications
Harvard Women's Health Watch	Print + Online	English			Monthly	12	1070-9108	Harvard Health Publications
Health	Print	English			Monthly	10	1059-6383	Southern Living Inc.
Highlight for Children	Print	English			Monthly	12	0018-1653	Highlights for Children
History Today	Print	English			Monthly	12	0018-2753	History Today
Home Business Magazine	Print + Digital	English			Bi-Monthly	6	1092-4716	United Marketing & Research
Home Book Cumulative Index	Print	English			Annual	1		Media Source Inc
Home Book Guide	Print	English			Semi-Annually	2	1044-4057	Media Source Inc
Home Book Magazine	Print	English			Bi-Monthly	5	0018-5073	Media Source Inc
Horticulture Magazine	Print	English			Irregular	8	0018-5323	E & W Media, Inc.
House Beautiful	Print	English			Irregular	10	0018-5623	Hearst Magazines Division
In Style	Print + Online	English			Monthly	13	1078-0634	Time Inc.
Inc Magazine	Print + Online	English			Irregular	10	0162-8864	Wansuete Ventures LLC
India Today (English International Edition)	Print + Online	English			Weekly	52	0254-8598	Living Media India Ltd
Interweave Knits	Print	English			Quarterly	4	1081-3928	Interweave Press Inc
Investors Business Daily (Daily/Mail)	Print	English			Daily	260	1051-2994	Investors Business Daily
JAMA (Journal of the American Medical Association)	Print	English			Weekly	48	0098-7484	American Medical Association
Jewish Advocate	Print	English			Weekly	52	1077-2993	Jewish Advocate Pub Corp
Kahani	Print	English			Quarterly	4	1555-3783	KAHANI
Kids Discover	Print	English			Monthly	12	1054-2868	Kids Discover
Kirkus Personal Finance Magazine	Print	English			Monthly	12	1528-9723	Kirkus Washington Editors
Kirkus Review	Print	English			Monthly	12	1042-8594	Kirkus Media, LLC
Ladies Home Journal	Print	English			Monthly	28	1002-7124	Marveth Corporation
Ladybug	Print	English			Irregular	10	1057-4561	Canus Publishing Company
Lapham's Quarterly	Print	English			Quarterly	4	1935-7494	Lapham's Quarterly
Library by Design	Print	English			Semi-Annually	2		Media Source Inc
Library Journal	Print	English			Bi-Weekly	20	0363-0277	Media Source Inc
Magazine Antiques	Print	English			Bi-Monthly	6	0161-9284	Brant Publications
Mailbox Companion (Online Edition/ Single User)	Online	English			Annual	1		Education Center
Mailbox Magazine Intermediate Edition	Print	English			Bi-Monthly	6	0199-6043	Education Center

[illegible]

Rolling Stone	Print	English				26	0035-751X	Wenner Media Inc
Runners World	Print	English				12	0897-170X	Bobale Press Inc
Sales & Marketing Management	Print + Digital	English				6		MacT Business Media
School Library Journal	Print + Online	English				12	0952-893X	Media Source Inc
Science	Print	English				51	0096-8074	American Association for the Advancement of Science
Science News	Print + Online	English				26	0036-8422	John Wiley & Sons Inc
Science Teacher	Print + Online	English				9	0036-8553	National Science Teachers Association
Scientific American Magazine	Print	English				12	0036-8733	Scientific American Magazine
Self	Print	English				12	0149-5693	Condé Nast Publications
Series Made Simple	Print	English				1		Media Source Inc
Seventeen	Print	English				10	0037-501X	Hearst Magazines Division
ShopSmart Consumer Reports	Print	English				10	1032-3357	Consumers Union of US Inc
Skeptical Inquirer	Print	English				6	0194-673X	Committee for Skeptical Inquiry
Sky & Telescope	Print	English				12	0037-6504	New Track Media LLC
Smart Computing	Print + Online	English				12	1093-4171	Sandhill Publishing
SmartMoney	Print	English				12	1069-2851	Dow Jones & Company Inc
Smithsonian Magazine	Print	English				11	0037-1333	Smithsonian Magazine
Sound & Vision	Print	English				8	1537-5334	Bonnier Corporation
Soccer	Print	English				9	1070-2911	Carus Publishing Company
Spin Magazine	Print	English				6	0885-3033	Spin Magazine
Sports Illustrated	Print	English				56	0034-822X	Time Inc
Sports Illustrated For Kids	Print	English				12	1042-394X	Time Inc
Standard & Poor's Outlook	Print	English				52	0036-7248	Standard & Poor's
Standard (English Edition)	Print	English				12	1476-2722	Maria Publishing Company Ltd
Star Trek Magazine	Print	English				12	0039-5404	Southern Living Inc
Teen Voices	Print + Online	English				2	1074-7494	Teen Voices
This Old House	Print	English				10	1086-2633	Time Inc
Thrasher	Print	English				12	0886-0602	High Speed Productions
Threads	Print	English				3	0886-1370	Launton Direct Inc
Time Magazine	Print	English				56	0040-781X	Time Inc
Traditional Home	Print	English				6	0883-4664	Meredith Corporation
Transworld Skateboarding	Print	English				12	0742-7407	Source Interlink Media
Travel: The Budgetist Review	Print	English				4	1055-4842	Budgetist Ray Incorporated
Variety Fair	Print	English				12	0735-8393	Condé Nast Publications
Variety (Mag)	Print + Digital	English				50	0042-2738	Read Business Information
Vegetarian Times	Print	English				9	0164-8497	Active Interest Media
Venue Magazine	Print	English				6	1544-8493	Venue Magazine
Victorian Homes	Print	English				4	0744-4153	Berkett Publications
Video Librarian	Print + Online	English				6	0887-6853	Video Librarian
Video Librarian Plus (Password)	Print + Online	English				6	0887-6853	Video Librarian
Village Voice, The	Print	English				52	0042-6183	The Village Voice
Ville	Print	English				3		Read Business Information
Vogue	Print	English				12	0042-8007	Condé Nast Publications
Vogue Knitting Magazine	Print	English				5	1096-9633	Sono Publishing
Voice of Youth Advocates (VOYA)	Print + Digital	English				6	0150-4201	E.L. Kucyba Publishing LLC
Wall Street Journal	Print	English				306		Dow Jones & Company Inc
Wall Street Journal (Weekend Edition)	Print	English				52		Dow Jones & Company Inc
Washington Post Sunday (Mag)	Print	English				52		Washington Post Co
Week, The	Print + Online	English				50	1533-8304	Alpha Media Group
Wealth Ventures Magazine	Print	English				6	0043-2163	Wealth Ventures Publishing Group
Where to Retire	Print	English				9	1090-0064	Vacation Publications Inc
Women's Day	Print	English				12	0043-7333	Hearst Magazines Division
Working Mother	Print	English				6	0278-193X	Bonnier Corporation
World In, The	Print	English				1		The Economist
Writer's Digest	Print	English				18	0043-9528	F & W Media, Inc
Yankee Magazine	Print	English				6	0044-0194	Yankee Publishing Inc
Yoga Journal	Print	English				9	0197-0963	Active Interest Media
Zoobooks	Print	English				10	0737-9003	VitalLife Education Ltd

Title	Media	Language(s)	Packaging	Frequency	Order Volume	Issues	ISSN	Publisher
Better Homes & Gardens	Print	English, Chinese		Monthly		12	0008-0151	Meredith Corporation
Bon Appetit	Print	English		Monthly		12	0008-6990	Condé Nast Publications
Boston Magazine	Print + Online	English		Monthly		12	0008-7899	MetroCorp
Consumer Reports (With Buying Guide)	Print	English	Consumer Reports (With Buying Guide) (Print Edition)	Monthly		13	0010-7174	Consumers Union of US, Inc
Consumer Reports Buying Guide (With Consumer Reports)	Print	English	Consumer Reports (With Buying Guide) (Print Edition)	Annual		1	1555-2357	Consumers Union of US, Inc
Cooking Light	Print	English		Monthly		12	0886-4446	Southern Living Inc.
Cricet	Print	English		Irregular		9	0990-6034	Canus Publishing Company
Glamour	Print	English		Monthly		12	0017-0747	Condé Nast Publications
Good Housekeeping	Print	English		Monthly		12	0017-209X	Hearst Magazines Division
Highlights for Children	Print	English		Monthly		12	0018-165X	Highlights for Children
Horn Book Cumulative Index	Print	English		Annual		1		Media Source Inc
Horn Book Guide	Print	English	Horn Book Magazine (Print Edition)	Semi-Annually		2	1044-408X	Media Source Inc
Horn Book Magazine	Print	English		Bi-Monthly		6	0018-5078	Media Source Inc
Ladies Home Journal	Print	English	Horn Book Magazine (Print Edition)	Bi-Monthly		10	0023-7124	Meredith Corporation
Ladybug	Print	English		Irregular		9	1051-4961	Canus Publishing Company
Library by Design	Print	English	Library Journal (Print + Online + Email)	Semi-Annually		2		Media Source Inc
Library Journal	Print	English	Library Journal (Print + Online + Email)	Bi-Weekly		20	0953-0277	Media Source Inc
Martina Stewart Living	Print	English	Library Journal (Print + Online + Email)	Monthly		12	1057-5257	Martina Stewart Living Omnimedia
Rules	Print	English		Irregular		9	1090-0381	Canus Publishing Company
New York Times Book Review	Print	English		Weekly		52	0028-7806	New York Times
Newsweek	Print + Online	English		Weekly		54	0028-9604	Newsweek
O The Oprah Magazine	Print + Online	English		Monthly		12	1531-3247	Hearst Magazines Division
Parenting Early Years	Print	English		Monthly		11	0990-247X	Bonnier Corporation
People Weekly (Time Inc)	Print	English		Weekly		53	0093-7873	Time Inc.
Publishers Weekly	Print + Digital	English		Weekly		51	0000-0019	PWxyz LLC
Real Simple	Print	English		Monthly		12	1528-1701	Time Inc.
School Library Journal	Print + Online	English	School Library Journal (Print + Online)	Monthly		12	0562-8930	Media Source Inc
Series Made Simple	Print	English	School Library Journal (Print + Online)	Annual		1		Media Source Inc
Sports Illustrated	Print	English		Weekly		56	0038-822X	Time Inc.
Sports Illustrated For Kids	Print	English		Monthly		12	1042-394X	Time Inc.
This Old House	Print	English		Irregular		10	1086-2633	Time Inc.
Time Magazine	Print	English		Weekly		56	0040-781X	Time Inc.
Wall Street Journal	Print	English	Wall Street Journal (Print Edition)	Daily		306		Dow Jones & Company Inc
Wall Street Journal (Weekend Edition)	Print	English	Wall Street Journal (Print Edition)	Weekly		52		Dow Jones & Company Inc
Yankee Magazine	Print	English		Bi-Monthly		6	0040-0191	Yankee Publishing Inc